



Purchasing User Procedures List

REQUISITIONS:

- Perform Market Research & Evaluate Acquisition Alternatives
- Inquiry of Availability of Funds
- Create/Maintain Purchase Requisition
- Cancel Requisition
- Obtain Approvals (Purchase Requisition)

RFQ:

- Assign Buyer
- Perform Market Research & Evaluate Acquisition Alternatives
- Verify PR Value and Funding
- Generate Solicitation Document
- Distribute Solicitation and Contractual Documents
- Amend Solicitation
- Cancel Draft Request for Proposal (DRFP)/Solicitation Amendment
- Maintain Quotes
- Perform Evaluation

CONTRACTS/PO PROCESSING:

- Prepare/Complete Obligating Contractual Documents
- Distribute Solicitation and Contractual Documents
- Cancel Contractual Obligating Document
- Create/Maintain Purchase Requisition

IDIQ/BOA/BPA PROCESSING:

- Prepare/Complete IDIQ/BOA/BPA Contractual Documents
- Distribute Solicitation and Contractual Documents
- Cancel IDIQ Contract, BOA, and BPA Document
- Create/Maintain Purchase Requisition
- Prepare/Complete Obligating Contractual Documents

CONTRACTS/PO ADMIN:

- Analyze NF533 Reports
- Verify PR Value and Funding
- Prepare & Issue Modifications to Obligating Documents
- Prepare & Issue Modifications to IDIQ Contracts, BOAs & BPAs
- Distribute Solicitation and Contractual Documents
- Cancel Modification to Obligating Documents
- Create Novation Agreement
- Prepare and Complete Obligating Contractual Documents
- Retire Contract

REPORT GENERATION – PURCHASING:

- Execute R/3 Analysis Report in Foreground
- Running a BW 3.0 Query from a Web Browser